



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue 歡迎欢迎 Chào mừng Quý Vị Bienvenidos 환영합니다 ਜੀ ਆਇਆਂ ਨੂੰ Mabuhay

## Career Advisor

(2 Full time positions)

Internal/External Job Posting

Posting period: March 7-18, 2024

**South Vancouver Neighbourhood House (SVNH)** is located on the unceded, occupied, ancestral and traditional homelands of the x̱məθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilw̱ətaʔ/Selilwitulh (TsleilWaututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity with our Coast Salish neighbors and South Vancouver community members as we work collectively towards community building.

### Job Overview

The Career Advisor/Development Practitioner role works directly with clients in one-on-one and group-based environments. Clients will be able to access the full range of employment topics (labour market, career research, job search, job readiness and industry insights workshops) and will increase their skills, social and professional networks. SVNH is committed to serving all newcomers living in South Vancouver catchment and hence we are committed to conduct outreach to our partners' sites.

### Roles and Responsibilities

- Connect and outreach with newcomers and refugees who are unemployed and underemployed in South Vancouver neighbourhoods.
- Collaborate with employment programs and skills training providers in the community and provide program and client information as needed.
- Conduct intake and provides needs and asset assessments, career planning and job search assistance,
- Facilitates the development of a realistic action plan, resumes and other tools for the employment and/or further training of the client, based on identified skills/interests, work experience, and labour market situations; work with client in identifying their short-, mid and long-term goals and necessary steps to put in their action plans to achieve goals.
- Provides individual employment counselling and referrals to skills upgrading and relevant programs.
- Conducts appropriate group interventions and information workshops on relevant topics (labour market research, the hidden job market, self-assessment, resume, cover letter, interview skills, job retention and pre-employment topics, ensuring that lessons plans are prepared and delivered consistent with program curriculum.
- Monitors the progress of clients towards achieving their employment and/ or training goals and provides ongoing support until the client's action plan is completed.
- Participates in developmental activities for curriculum, lesson plans, handouts and evaluations for the program.

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## Qualifications

- Comprehensive knowledge of employment programs/services, adult learning principles, and local labour market conditions, especially those related to ESL immigrant clients.
- Post secondary education in social service, human resources, or related field combine with work experience; Career Development Practitioner certification will be an asset.
- In-depth understanding of barriers faced by diverse client groups, with proven solutions.
- Minimum 2 years experience working with immigrants and refugees in a multicultural environment.
- Excellent communication skills in English (written and oral) and posses relevant second language in Chinese, Tagalog, Punjabi/Hindi is an asset.
- Ability to facilitate workshops in-person and online using standardized program curriculum.
- Ability to shift priorities in a short notice and work some evenings and weekend; flexible and adaptable
- Diplomatic, collaborative and able to work cooperatively in a team environment.
- Strong organizational and time-management skills.
- Proficient in Microsoft Windows, Outlook, Teams, and in-house database.
- Ability to obtain and maintain a clear BC Criminal Record Check

## Employment Terms

- Start date: April 2; 2024
- Pay rate: \$28.54 – 31.62 per hour depending on experience.
- Schedule: 35 hours per week; Monday to Friday with occasional weeknight and weekend

Please send cover letter and resume with subject line “Career Advisor by 12 noon on March 18, 2024, to: Liza Bautista, Director of Neighbourhood Equity and Employment Programs - [liza.bautista@southvan.org](mailto:liza.bautista@southvan.org).

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to apply. Only short-listed candidates will be contacted for an interview. No phone calls please.

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